

19 July 1962

**SUBJECT: Transmittal of Information on CIA Covert or  
Clandestine Activities**

1. It is the policy of the Agency to restrict to the greatest possible degree, on a strict "need-to-know basis," knowledge of covert or clandestine activities conducted by the Agency, to place as little of this information as possible in memoranda prepared for issuance outside the Agency, and to insure that any information released (regardless of degree of classification) is strictly for the use of the heads of other departments and agencies, or those officers of other agencies with a distinct need to know.
2. To insure that this policy is rigidly adhered to, the following channels will be used for transmittal of information on covert and clandestine activities:
  - a. Such information requested by the White House staff will be coordinated with the DD/P and channeled through the DCI or DDCI.
  - b. Such information for the President's Foreign Intelligence Advisory Board will be channeled through the Office of the Executive Director.
  - c. Such information for the Congress will be coordinated with the DD/P and channeled through the DCI or DDCI.
  - d. Such information for any other agencies of the Government will be channeled through the Deputy Director (Plans).
3. In the event requests for information on covert or clandestine activities reach the Agency through other than normal communications channels, clearances will be obtained from the DD/P prior to taking action, and the channels established in paragraph 2 above will be used for subsequent transmittals.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

LBK/jrc

Rewritten: DDCL MSC

**Distribution:**

Orig - DCI

1 - DD/P

1 - DD/I

1 - DD/R

1 - DD/S

1 - Comptroller

1 - Inspector General

1 - General Counsel

1 - AD/NE

1 - Executive Director

1 - DDCL

1 - ER

9 July 1962

SUBJECT: Transmittal of Information on CIA Covert or Clandestine Activities

1. It is the policy of the Agency to restrict to the greatest possible degree, on a strict "need-to-know basis," knowledge of covert or clandestine activities conducted by the Agency, to place as little of this information as possible in memoranda prepared for issuance outside the Agency, and to insure that any information released (regardless of degree of classification) is strictly for the use of the heads of other departments and agencies, or those officers of other agencies with a distinct need to know.

2. To insure that this policy is rigidly adhered to, the following channels will be used for transmittal of information on covert and clandestine activities:

- coordinated with the DD/P and*  
a. Such information requested by the White House staff will be <sup>^</sup>channeled through the DCI or DDCI.
- b. Such information for the President's Foreign Intelligence Advisory Board will be channeled through the Office of the Executive Director.
- coordinated with the DD/P and*  
c. Such information for the Congress will be <sup>^</sup>channeled through the DCI or DDCI.
- d. Such information for any other agencies of the Government will be channeled through the Deputy Director (Plans).

3. In the event requests for information on covert or clandestine activities reach the Agency through other than normal communications channels, clearances will be obtained from ~~either~~ the DD/P <sup>or</sup> the Executive Director prior to taking action, and the channels established in paragraph 2 above will be used for subsequent transmittals.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

SECRET

Approved For Release 2003/01/29 : CIA-RDP80B01676R001300050055-5

21 June 1962

*Transmittal*

SUBJECT: ~~Release~~ of Information on CIA Covert or Clandestine Activities ~~etc.~~

*on a strict "need to know basis";*

*conducted by the Agency,*

*knowledge*

1. It is the policy of the Agency to restrict to the greatest possible degree ~~the release of any information on any~~ covert or clandestine activities, to place as little of this information as possible in memoranda prepared for issuance outside the Agency, and to insure that any information released is strictly for the use of the heads of other departments and agencies, or those officers of other agencies with a distinct need to know.

*(regardless of degree of classification)*

2. To insure that this policy is rigidly adhered to, the following channels will be used for ~~release of this~~ *transmittal* information: *on covert and clandestine activities;*

a. *Such* ~~Any~~ information ~~on covert or clandestine activities~~ requested by the White House *staff* will be channeled through the ~~Special Group, for the direct delivery by the DCI or DDCI, or their personally designated representative.~~

b. *Such* ~~Any~~ information for the President's Foreign Intelligence Advisory Board will be channeled through the Office of the Executive Director.

c. *Such* ~~Any~~ information for the Congress will be channeled through the ~~General Counsel, DCI or DDCI.~~

3. In the event ~~of any~~ requests for information on covert or clandestine activities ~~that do not~~ reach the Agency through normal *other than* channels, clearances will be obtained from either the DD/P or the Executive Director *prior to taking action, and the channels established in paragraph 2 above will be used for subsequent transmittals.*

Lyman B. Kirkpatrick  
Executive Director

d. *Such* information for any other agencies of the Government will be channeled through the office of the ~~Executive Director.~~

*Marshall S. Carter*  
*etc.*

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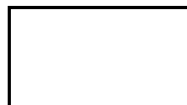
SECRET

CENTRAL INTELLIGENCE AGENCY  
Approved For Release 2003/01/29 : CIA-RDP80B01676R001300050055-5

OFFICE OF THE DEPUTY DIRECTOR

Dick :

An idea — will  
it help or hinder  
you? I do feel  
we need something —



9 July 62  
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OFFICE OF THE DEPUTY DIRECTOR

~~Inform Director~~

OK to  
dispatch

~~19 July~~

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ER-62-5140

(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY  
**EXECUTIVE MEMORANDUM**  
OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 13

DATE 19 July 1962

MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)  
DEPUTY DIRECTOR (INTELLIGENCE)  
DEPUTY DIRECTOR (RESEARCH)  
DEPUTY DIRECTOR (SUPPORT)  
COMPTROLLER  
INSPECTOR GENERAL  
GENERAL COUNSEL  
ASSISTANT DIRECTOR  
FOR NATIONAL ESTIMATES

*Exec Memo # 91 dated 18 Feb 63 (filed in ER) covers  
transmission of information other  
than covert or clandestine  
activities*

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be **destroyed** not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

(CLASSIFICATION)

Approved For Release 2003/01/29 : CIA-RDP80B01676R001300050055-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	The Deputy Director		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>As agreed this afternoon, I have made a couple of minor changes in text. The substance has not been changed.</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 10px auto;"></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
D.D.P.		11 July	
UNCLASSIFIED			
Approved For Release 2003/01/29 : CIA-RDP80B01676R001300050055-5			
FORM NO. 2-61 237 Use previous editions (40)			

25X1

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDCI		<i>[Signature]</i>
2	<del>DDCI</del>		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

DD/R requested info re status  
of covert activities which are  
exclusively DD/R's. I notified  
 that Gen. Carter's  
opinion as those would be  
handled same as attached memo  
substituting DD/R for DD/P —  
However, if doubtful, coordinate!

FOLD HERE TO RETURN TO SENDER		<i>19 Jul 62</i>
FROM: NAME, ADDRESS AND PHONE NO.		
DEPUTY DIRECTOR		